

Army Emergency Relief (AER) Request Packet - Active Duty

OPTION 1: Contact your Command Financial Noncommissioned Officer (CFNCO). They will assist you with filling out the attached paperwork and schedule your AER appointment. Your CFNCO's contact information is:

Name:	Building #:	Unit:	Contact #:
-------	-------------	-------	------------

OPTION 2: Fill out the attached paperwork (based on checklist below) and return this packet to the main desk at Army Community Service, Building 1526, with the required additional documentation (see below). Your packet will be placed in the AER Request Turn-in bin to be reviewed by an AER Officer (2 working business days). Once your packet has been reviewed, an AER Officer will contact you to schedule an appointment. It is highly recommended by AER that all Active Duty and their spouses use Option 1. If you any questions, please contact ACS at (719) 526-4590.

ACTIVE DUTY CHECKLIST

- ☐ *Additional Documentation (See below)
- ☐ AER Form 700 (See attachment)
- ☐ Current LES and/or Pay Stubs
- ☐ Current bank statements
- ☐ Customer Intake Form (See attachment - fill out the top portion, sections 1-3 as applicable)
- ☐ Budget Plan (See attachment)

SPOUSE CHECKLIST

- ☐ *Additional Documentation (See below)
- ☐ AER Form 700 (See attachment)
- ☐ Current LES and/or Pay Stubs
- ☐ Current bank statements
- ☐ Customer Intake Form (See attachment; fill out the top portion, section 2 and section 3)
- ☐ Budget Plan (See attachment)
- ☐ Power of Attorney

*ADDITIONAL DOCUMENTATION - REQUIRED

1. Car Note (Overdue)
 - a. *Vehicle insurance*
 - b. *Vehicle registration*
 - c. *Driver's license*
 - d. *Letter from creditor stating dollar amount owed*
2. Car Repair
 - a. *Vehicle insurance*
 - b. *Vehicle registration*
 - c. *Driver's license*
 - d. *Two independent estimates*
3. Emergency Travel
 - a. *Red Cross Case Number (If unable to obtain, notify AER Officer)*
 - b. *Signed Leave Paperwork (Must be marked as emergency or ordinary under Emergency Conditions)*
 - c. *Type of Travel:*
 1. *Driving - Travel route with mileage (Mapquest)*
 2. *Flying - Flight itinerary with dollar amount owed. AER recommends:*
 - *Carlson Wagonlit Travel Office, Fort Carson, (719) 576-5188 or*
 - *Peterson ITT, Peterson AFB, 556-1760 or 556-2116*
4. Mortgage
 - a. *Letter from creditor stating amount owed*
5. Rent (Option 1)
 - a. *Demand for rent. This is a legal document in El Paso county or if the rental is through a single person rather than a company, then it may be acceptable to present a signed note that can be verified.*
6. Rent (Option 2)
 - a. *Copy of lease; to include dollar amount due for initial security deposit and first month's rent*
7. Utilities
 - a. *Utility bill*

FOR OFFICIAL USE ONLY		
Staff Member Name (First, MI, Last):	Date Packet Reviewed (MM/DD/YYYY):	Time:
Notes:		

* Because all cases are reviewed on a case by case basis, AER loan officers may require more documentation than listed.